

PEMBROKE PUBLIC SAFETY COMMITTEE

Pembroke Town Hall
100 Center Street
Pembroke, MA 02359
(781) 293-3844
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REQUEST FOR PROPOSAL

October 28, 2016

POLICE & FIRE STATION DESIGN SERVICES

A. Introduction

The Town of Pembroke, through its duly established Public Safety Committee, is issuing this Request for Proposal (RFP) soliciting proposals from qualified firms for design services and site evaluation for the construction of a new Pembroke Police Station approximately 16,000 square feet in size to accommodate twenty-nine full-time police officers, twenty-seven part-time police officers, and two administrative assistants, and for design services and site evaluation for the construction of a new Pembroke Fire Headquarters approximately 17,000 square feet in size to accommodate twenty-six full time firefighters, twenty-four on-call firefighters and one administrative assistant.

The RFP is to be managed by the Public Safety Committee acting on behalf of the Town of Pembroke and will be coordinated with other appropriate Town departments as needed.

The scope of services involves the preparation of space planning, schematic design, site planning and construction cost estimates with the goal of improving and enhancing the Police and Fire Department's ability to deliver services to the residents of the Town of Pembroke. The Town may, in its sole and absolute discretion, determine to continue with the selected design firm through construction and project close-out.

The Request for Proposal document is available on the Town of Pembroke website at www.townofpembrokemass.org.

Proposals must be made in a sealed enveloped marked "Design Services for New Police and Fire Facilities", no later than 4:30 p.m. on the 16th day of December, 2016 to the Town Administrator's Office, Pembroke Town Hall, Pembroke, MA 02359 at which time all proposals shall be recorded.

The deadline for submitting proposals is the 16th day of December, 2016 at 4:30 p.m. which time all proposals received will be recorded. Proposals received after the delivery deadline shall be rejected and returned, unopened, to the sender. Postmarks will not be considered. It is the sole responsibility of the proposer to insure that its proposal arrives on time at the designated place. Proposers must deliver one (1) original and nine (9) copies of the proposal. If the Pembroke Town Hall is closed at the time of the delivery deadline due to uncontrolled events such as fire, wind, or building evacuation,

Town of Pembroke Request for Proposals

the proposal delivery deadline will be postponed until 4:30 p.m. on the next normal business day which the Pembroke Town Hall is open. In such event, proposals will be accepted until that later date and time.

Conforming proposals received by the applicable deadline will be reviewed by the Public Safety Committee following the submission deadline. One or more contracts may be awarded to the responsive and responsible architectural/engineering firm (and any qualified participating consultants or sub-contractors) submitting the overall most advantageous proposal, taking into consideration the team's qualifications and experience, understanding of the project's goals, staff capacity, and references. The Public Safety Committee anticipates that a contract award decision will be made within 30 days of the proposal submission deadline.

The Public Safety Committee reserves the right to reject any proposal which, in its judgment, fails to meet the requirements of this RFP or which is incomplete, conditional, or obscure, or which contains additions or irregularities, or in which errors occur in addition to the foregoing. The Public Safety Committee also reserves the right to reject any and all proposals if it deems such rejection(s) to be in the best interest of the Town. The Public Safety Committee also reserves the right to waive minor discrepancies, to permit a proposer to clarify discrepancies, and/or to conduct discussions with any and all proposers in any manner necessary to serve the best interests of the Public Safety Committee or the Town. Any fees or other expenses of the proposer associated with this RFP process are solely the responsibility of the respective proposer.

Except for questions addressed during the pre-proposal conference, questions about this RFP must be directed in writing to Edwin J. Thorne, Pembroke Town Administrator. Correspondence may be sent by mail to, Pembroke Town Administrators Office, Pembroke 100 Center Street, Pembroke, MA 02359. Questions may also be submitted by fax to 781-293-4650, or email at ethorne@townofpembrokmass.org. All questions must be received no later than 4:30 p.m. on November 25, 2016. All questions received by the deadline will be answered in writing or by email, and the responses to substantive questions will be distributed to all proposers on record as having received this RFP.

The Town of Pembroke has established a lump sum design fee of \$50,000 for the design services and site evaluation including but not limited to architectural and engineering services, consultants, testing and borings, and other investigations described in the scope of services.

B. Project Description

The Public Safety Committee, in conjunction with the Pembroke Board of Selectmen, seeks proposals from qualified firms for design services and site evaluation for the construction of a new Pembroke Police Station and a new Pembroke Fire Headquarters.

The selected firm will work with the Public Safety Committee to complete the scope of services as outlined in the RFP. The date for submission of the study is March 31, 2017.

If construction is funded by the Pembroke Town Meeting and any required ballot elections, the Public Safety Committee may recommend that the firm be retained for final design and construction phase services for the police station and fire headquarters, contingent on both the Town of Pembroke and the firm successfully negotiating a scope and fee for additional services. The decision to retain the firm for such additional services will be at the sole discretion of the Police Safety Committee, the Pembroke Town Administrator and the Pembroke Board of Selectmen.

C. Scope of Services

The scope of services under this RFP includes, but is not limited to the following tasks:

1) SPACE NEEDS ASSESSMENT OF POLICE OPERATIONS

- a. Preparation of a Space Needs Assessment including a full review of existing police operations, review of existing workload and demands of the police department and comparison of current need to future needs. Preparation of Space Planning reflective of all building functional areas to be included in this study as follows:
 - Public Interface Area accessed from Main Entrance:
 1. reception area
 2. dispatcher window
 3. firearms processing area
 4. private interview room
 5. public restrooms
 6. access to a training/community/EOC meeting room
 - Communications/Dispatch area with elevated floor
 - Patrol Supervisors/Ole Office adjacent to Dispatch Room

Town of Pembroke Request for Proposals

- Sufficient Administration area for Police Chief, Administrative Assistant, Lieutenants, Staff Conference Room, Administrative Records Storage, and waiting area
- Sergeant's Office
- Court Prosecutor's Office
- Family Services/Conference Area
- IT Room for servers, 911 Equipment, Radio Equipment, and Security Systems
- Roll Call Room
- Male and Female Locker Rooms
- Meal Break Room
- Evidence Room – intake and processing– bulk, firearms, narcotics, refrigerated
- File and Records Storage
- Archive Records
- Equipment Storage
- Armory Storage and Weapons Cleaning Area
- Secure Prisoner Processing capable of securing male, female, and juvenile detention with direct Sally-port access that has sufficient cell space that meets state and federal requirements, prisoner washing facilities, matron's station, and interrogation/bail room.
- Fleet Garage/Secure Vehicle Impound with storage area
- Carport
- Officers' Report Writing Room
- Building Maintenance/Mechanical Room
- Detectives' Office with audio/video capable recording interrogation room, small conference area and equipment storage
- Delineated Parking- Staff, Cruisers and Public
- Outbuilding or garage bay with utilities for Vehicle Maintenance and storage with mechanic work area
- Weight room / fitness area
- Sufficient Restrooms each with weapons locker

2) SPACE NEEDS ASSESSMENT OF FIRE OPERATIONS

- b. Preparation of a Space Needs Assessment including a full review of existing fire & medical operations, review of existing workload and demands of the fire department and comparison of current need to future needs. Preparation of Space Planning reflective of all building functional areas to be included in this study as follows:
- Public Interface Area accessed from Main Entrance:
 1. reception area
 2. dispatcher window
 3. public restrooms
 4. Triage area
 5. access to a training room
 - Communications/Dispatch area with elevated floor

Town of Pembroke Request for Proposals

- Captain/OIC Office adjacent to Dispatch Room
- Sufficient Administration area for Fire Chief, Administrative Assistant, Deputy Fire Chief, Staff Conference Room, Administrative Records Storage, and waiting area
- IT Room for servers, 911 Equipment, Radio Equipment, and Security Systems
- Roll Call/Squad Bay
- Male and Female Sleeping Quarters
- Chief and Deputy Chief Sleeping Quarters
- Male and Female Locker Rooms
- Dayroom / kitchen
- Laundry room
- File and Records Storage
- Archive Records
- Equipment Storage
- Fleet Garage/Equipment Floor
- Fitness area
- Building Maintenance/Mechanical Room
- Delineated Parking- Staff and Public
- Garage bay or outbuilding with utilities for Vehicle Maintenance and storage with mechanic work area and wash rack
- Heliport

All functional areas are to include security of the most advanced (cost effective) variety including but not limited to video, audio, security glass, master locks, and card and recognition access. Of primary importance is the proximity of certain functional areas to each other to create an efficient and user friendly layout.

c. Site Considerations

The Town of Pembroke has identified a potential site for the new fire headquarters.

- 369 Washington Street, Pembroke MA (formerly the Benson property)
- A site study of this property has been completed by Merrill and Associates and is available from the Town Administrator's office.
- School & Munroe Street (Lot C4-26 on Assessor's map)

The Town of Pembroke has identified a potential site for the new police headquarters.

- 172 Center Street, Pembroke MA (current fire headquarters)

AND ANY AND ALL OTHER SITES THAT MAY BE SUITABLE.

Town of Pembroke Request for Proposals

Preparation of Schematic Design plans. At a minimum, schematic design shall include the following:

1. Conduct a subsurface investigation (soil borings, test pits, etc.) to obtain information pertaining to the existing soil conditions. Prepare a geotechnical report summarizing subsurface data and test results with recommendations for foundation design criteria.
2. Review available site maps and surveys for zoning compliance, wetlands, flood plain and environmental issues. Attend related hearings and meetings as required .
3. Develop a schematic site plan and building layout along with a summary showing the approximate percentage of the tract to be occupied by building(s), by parking and other paved circulation areas, and by open areas, and the approximate number of vehicular parking spaces. The schematic site plan shall conform to the requirements of the Pembroke Planning Board Site Plan Review;
4. Prepare a locus map, identifying the site within a plan of the neighborhood, accompanied by photographs of surrounding buildings, features, and landscapes, that provides an understanding of the physical context of the site;
5. Prepare schematic design drawings of the proposed building showing interior layouts and exterior elevations indicating materials;
6. Identify all applicable permits required for the proposed construction;
7. Prepare a schematic design cost estimate. The estimate shall include hard construction costs as well as soft costs such as engineering fees, testing, legal and inspection services, furniture, and communications equipment. The final schematic design cost estimate will establish the project budget;
8. Meet with the Public Safety Committee to review the Schematic Design plans and cost estimates;
9. Prepare for and attend one public presentation to present the Schematic Design and to answer and receive input from the general public.

D. Additional Considerations

1. The proposed facilities must provide for efficient operations and administrative layout. Areas to be considered and provided for include, but are not limited to, employee and public facilities, work area operations flow, noise suppression, energy efficiency, open space conservation, low maintenance, administrative meeting areas (including provision for storage), visitor meeting areas, and parking for the public and staff.
2. The design process will emphasize cost effective concepts consistent with code, regulation and professional standard for public facilities. In addition, the design should be flexible to allow for future program modifications.
3. Design and materials concepts and cost estimates are to consider minimizing life-cycle costs.

E. Schedule

It is the intent of this Project to complete the design services and site evaluation by January 27, 2017. Meeting this schedule is critical to the success of the Project. The firm must prepare a project timeline to meet this schedule and demonstrate that they have the resources to complete the project on time.

F. Proposal Requirements

To be eligible for review, the proposer shall submit one (1) original and nine (9) copies of its proposal, which shall contain all of the following information, arranged in the order listed below:

1. A cover page, identifying the name of the project as "Police Station and Fire Headquarters Design Services". Include the name of the firm, official address, contact person, voice telephone and email address.
2. A cover letter which must be signed by the individual with authority to bind the proposal team to contractual commitments.
3. If the proposal team involves more than one firm, the proposal must also identify all sub-consultants or subcontractors in addition to the principal firm, with full contact information for each such participating entity or individual.
4. An outline of the experience of the firm with regard to similar projects considered relevant, including a summary of change order costs to overall project costs in such identified projects.
5. Provide a proposed scope of work and services for the Project.
6. A staffing plan with resumes that identifies the principal in charge, the project Administrator, and key personnel who will work on the design and site evaluation as well as an organizational chart of the team.
7. A description of the firm's history, size, experience, and capabilities available to complete the scope of work. The qualifications section of the proposal must include:
 - a) A description of the firm, its practice, specializations, staffing, and current staff capacity, and experience working for local government clients in the Commonwealth of Massachusetts;
 - b) A description of the team's experience with municipal public safety projects. The description of experience must include a list of all public safety building projects within

Town of Pembroke Request for Proposals

the past ten (10) years in which the development team included any member of the team proposed for this study

- c) Resumes and evidence of appropriate and current Massachusetts licenses or registrations (where applicable) for all individuals who will be assigned to work on this study;
 - d) A list of the firm's current contractual commitments
8. Include a completed "*Standard Application Form for Municipalities and Public Agencies no/with DSB Jurisdiction*" as published by the Commonwealth of Massachusetts. An electronic version is available at the mass.gov website.
9. Submit at least three (3) separate written professional references with persons who are familiar with the work of the firm's staff that will be assigned to this project; at least one (1) reference shall be municipal references in the Commonwealth of Massachusetts. References shall include full contact information for each reference (name, title, mailing address, telephone number, and email address, the name of the project(s), and the date(s) of service). References must be available to be contacted by person, phone and/or correspondence as to the firm's past performance.
- a. Provide a Certificate of Non-Collusion (Attachment A of this RFP).
 - b. Provide a Certificate of Good Standing and/or Tax Compliance from the Commonwealth of Massachusetts (Attachment B of this RFP), or a statement that this certificate has been applied for.

G. Designer Qualifications and Selection

Minimum Criteria

- The primary project leader shall be a registered professional engineer licensed to practice in the Commonwealth of Massachusetts.
- The submittal shall comply with all Proposal Requirements listed above in Section F of this RFP.
- Possession of thorough knowledge of the Massachusetts State Building Code and Regulations of the Architectural Access Board, and all statutes and regulations governing public building construction projects.
- Possession and demonstration of a thorough knowledge of and familiarity with the requirements of the Federal Americans with Disabilities Act.
- Maintenance of sufficient levels of staff to complete the project in an acceptable time frame.

Town of Pembroke Request for Proposals

Comparative Criteria. The Public Safety Committee will evaluate submitted proposals, which meet the Minimum Criteria listed herein, -based upon the following criteria:

- Experience with design of Police and Fire Station building projects of similar size, scope and complexity
- Qualifications and experience of individuals to be assigned to the Project
- Demonstrated understanding of the Project
- Quality of references
- Demonstrated capacity to manage projects in a public-sector environment
- Desirability of proposed project schedule
- Adherence to proposal requirements
- Thorough knowledge of Commonwealth of Massachusetts procurement requirements
- Adherence to project budgets and minimization of change orders

Town of Pembroke Request for Proposals

Selection Process.

1. In evaluating proposals, the Public Safety Committee will review all proposals and base its selection on the following criteria:
 - a. Prior experience with similar projects.
 - b. Past performance on public projects and working knowledge of the Massachusetts General Laws relating to public construction projects.
 - c. Financial stability of the proposer.
 - d. Professional qualifications of staff and consultants who will work on the project.
 - e. Current workload or clearly established capacity to complete scope of work on a qualitative, timely basis.
 - f. Completeness of proposal submitted by each firm: and
 - g. Any other criteria considered relevant to the project.
2. Based upon the ranked proposals, at least three (3) firms will be selected and ranked according to preferences and an award recommendation will be made by the Public Safety Committee. At the discretion of the Town, interviews may be conducted.
3. During the evaluation and interview process, the Public Safety Committee reserves the right to request additional information or clarification from any proposer, or to allow corrections of errors or omissions

The Town reserves the right to reject any and all proposals, waive informalities, and award contracts as may be in the best interests of the Town of Pembroke.

The selected designer will be expected to execute a contract with the Town of Pembroke that will be in substantial compliance with the sample contract that is attached to the RFP.

H. Municipal Contact

Questions regarding this Request for Proposal and related issues should be addressed to:

Edwin J. Thorne
Pembroke Town Administrator
100 Center Street
Pembroke, MA 02359

Email: ethorne@townofpembrokernass.org

Questions must be received by November 25, 2016 no later than 4:30 p.m.

I. General Information

- I. All proposal, proposal response inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, displays, schedules, exhibits and other documentation submitted by any proposer, including but not limited to the successful proposer, shall become the property of the Town when received .

The successful Proposer shall be expected to comply with all applicable federal and state laws in the performance of services.

The consideration of all proposals and subsequent selection of the successful proposal shall be made without regard to race, color, sex, age, handicap, religion, political affiliation or natural origin.

The Designer shall adhere to the provisions of the Fair Employment Practices Law of the Commonwealth of Massachusetts (Chapter 151 B of the Massachusetts General Laws).

Services provided by the Designer shall be rendered through a Contract for Designer Services furnished by counsel to the Committee. The successful Designer will not be considered an employee of the Town and will not receive any benefits of any employee.

The successful Proposer shall be required to provide a certificate of insurance demonstrating that it has Workers Compensation Insurance, Employees Liability Insurance, Automobile Liability Insurance and Professional Liability Insurance. The Town of Pembroke shall be named as "additional insured" on all policies except Worker's Compensation and Professional Liability insurance. The Professional Liability Insurance policy shall provide coverage in an amount not less than \$2,000,000. All required insurance policies shall require a thirty (30) day notice of cancellation to the Town of Pembroke.

ATTACHMENT A

CERTIFICATE OF NON-COLLUSION

Pursuant to M.G.L.C. 40, §4B1/2, the undersigned certifies under penalties of perjury that this proposal is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

COMPANY NAME

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINTED NAME OF AUTHORIZED REPRESENTATIVE AND TITLE

DATE

ATTACHMENT B

CERTIFICATE OF COMPLIANCE WITH STATE TAX LAWS

Pursuant to M.G.L.C. 62C, §49A (b) and M.G.L.C. 151A, §19A, J hereby certify under the penalty of perjury that

_____ ' has complied with all laws of the Commonwealth of Massachusetts relating to taxes, repelling of employees and contractors, and withholding and remitting child support.

SIGNATURE OF INDIVIDUAL OF CORPORATE OFFICE*

SOCIAL SECURITY NUMBER/FEDERAL IDENTIFICATION NUMBER**

CORPORATE NAME (IF APPLICABLE)

NAME AND TITLE OF CORPORATE OFFICE (IF APPLICABLE)

* **Approval of a contract or other agreement will not be granted unless this certification** clause is signed by the proposer. For all corporations, a certified copy of the authorizing vote of the Board of Director must be provided.

** **Your social security number will be furnished to the Massachusetts Department of Revenue** to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of Massachusetts General Laws, Chapter 62C, §49A.